



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Community Services Specialist II      **NUMBER:** 21-21

**JOB CODE:** T2000      **DATE:** April 16, 2021

**SALARY RANGE:** 69 (\$33,921.60 - \$51,400.80)      **PCQ#:** 8823062

**JOB LOCATION:** Department of Mental Health  
Region III Community Services  
3280 Dauphin Street  
Building B, Suite 100  
Mobile, AL 36606

### MINIMUM QUALIFICATIONS:

- Master's degree in Social Work, Psychology, or a human services field.
- OR**
- Bachelor's degree in Social Work, Psychology, or a human services field.
  - 24 months or more experience working specifically with persons with intellectual and/or developmental disabilities.
- OR**
- Bachelor's degree in Social Work, Psychology, or a human services field.
  - 48 months or more experience in a human services field.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

### NECESSARY SPECIAL REQUIREMENTS:

- Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

### KIND OF WORK:

- Monitors residential, day programs, and/or hourly supports to assure compliance with all applicable standards.
- Responsible for providing consultation, training, and/or technical assistance to service providers of residential and/or day programs.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Conducts investigations on serious incidents as assigned by the Community Services Director (CSD) or designee.
- Promotes the department's mission, initiatives, and Community Services Director directives by

exhibiting leadership qualities that create an environment of professionalism, creditability, trust, transparency, and support internally among all departmental staff and externally among all stakeholders.

- Performs other special projects and assignments as required by the CSD or designee.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Knowledge of human behaviors and clinical dynamics of the intellectually disabled as well as persons with developmental disabilities.
- Knowledge and application of HIPAA and other rules and standards of confidentiality.
- Skilled in the use of Microsoft Office programs.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to establish and maintain positive relationships with clients, families, agency representatives, and the public.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to provide training and technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.
- Ability to conduct investigations.
- Ability to organize, plan, and implement work in an independent manner.
- Ability to travel in-state during the day, and/or evenings.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE: April 30, 2021**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>